

Kendra S. Duncan

EXPERIENCED EDITOR, TECHNICAL WRITER, EDUCATOR WITH A DIVERSE PROFESSIONAL BACKGROUND

An articulate and passionate communicator who enjoys working in a fast-paced environment that requires attention to detail and a steadfast work ethic. Proficiencies include designing, writing, and editing documents for a variety of purposes and audiences. Also experienced in teaching grammar, writing, and literature as well as providing editorial support to students.

CORE COMPETENCIES

- ◆ Writing, editing, and proofreading
- ◆ Documentation
- ◆ Document design
- ◆ Project management
- ◆ Research
- ◆ Organization and planning
- ◆ Teaching, tutoring, mentoring

EDUCATION

- 2013 B.A. in English**
Technical Communication
University of Central Florida
- 1999 B.S. in Education**
Secondary English
University of Central Florida
- 1997 A.A. in Education**
Seminole State College

TECHNOLOGY

- ◆ Microsoft Office 2013—
Word, Excel, PowerPoint,
Publisher, Outlook
- ◆ Adobe Photoshop, InDesign,
Illustrator
- ◆ GIMP, SnagIt, Camtasia
Studio, Jing
- ◆ HTML, XML, CSS

ACCOMPLISHMENTS

- ◆ Authored numerous documents for projects including task schedules, Gantt charts, proposals, progress reports, and research reports
- ◆ Designed a style guide and template for use in the collaborative development of a manual
- ◆ Researched and wrote a chapter for a style handbook
- ◆ Served as general editor for a collaborative manual
- ◆ Directed a team of 5 on a writing and editing project
- ◆ Co-edited and updated a series of training modules and restructured them as a 119 page manual
- ◆ Created an informational brochure for a client that markets available services
- ◆ Developed and implemented a quick reference guide to help clients
- ◆ Collaborated with an international team to design documentation
- ◆ Mentored and assessed 3 first year teachers
- ◆ Chaired a professional learning community
- ◆ Selected as a representative for the 16th Annual Model Schools Conference in Washington D.C.
- ◆ Voted Adult Volunteer of the Year for Pine Ridge High School 2010-2011

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ONLINE PORTFOLIO : duncansdocuments.weebly.com/

WORK EXPERIENCE

May 2010– Present // *Seminole State College— Oviedo, FL* // **Instructional Support Specialist**

- ◆ Identifies and generates resources for faculty, staff, and students
- ◆ Helps clients improve their writing in all areas including grammar, mechanics, style, and voice
- ◆ Presents clients with feedback regarding their writing and provides additional editorial support
- ◆ Guides clients in documentation standards (APA, MLA, CMS)
- ◆ Creates documentation for the Center including brochures, administrative documents, and training materials
- ◆ Supports the Director with various tasks such as writing grants and organizing materials
- ◆ Supervises peer tutors and computer assistants
- ◆ Records and manages client data

July 1999– May 2009 // *Pine Ridge High School— Deltona, FL* // **English Teacher**

- ◆ Taught multiple subjects to diverse populations in grades 9-12
- ◆ Selected and managed technology for presentations, administrative tasks, and communication
- ◆ Authored lessons that incorporated cooperative learning and multiple intelligence activities
- ◆ Advanced a learning-centered environment with peer teaching, collaborative groups, and problem-based learning
- ◆ Developed course materials, implemented writing portfolios, and incorporated new texts
- ◆ Supported student activities including serving as sponsor for student government sophomore class and chaperoning school events
- ◆ Managed the production and publication of the school’s literary magazine

NON-PROFIT / VOLUNTEER WORK

- 2014** Editorial Support (website)
The Ann Foundation
- Proofreader (brochure)
UNDP Sudan
- 2010-2011** President
Pine Ridge Band Boosters
- 2009-2010** Secretary
Pine Ridge Band Boosters
- 2005-2011** Committee Secretary
Boy Scout Troop 306

PROFESSIONAL MEMBERSHIPS

- 2012-2013** Society for Technical Communication
- 2000-2008** National Education Association
- 2000-2008** National Council for Teachers of English
- 1999-2000** Golden Key Honor Society
- 1999-2000** Kappa Delta Pi